

Exploring project team roles and responsibilities

Evaluating stakeholders

Assigning project team roles and responsibilities

▶ **Video:** Elements of a RACI chart
4 min

📄 **Reading:** Building out a RACI chart
20 min

✔ **Practice Quiz:** Activity: Set project roles and responsibilities in a RACI chart
1 question

📄 **Reading:** Exemplar: Set project roles and responsibilities in a RACI chart
10 min

▶ **Video:** Certificate completers: Staying motivated in the program
1 min

📄 **Reading:** Getting the most out of a RACI chart
20 min

✔ **Quiz:** Activity: Assign project roles and responsibilities in a RACI chart
5 questions

📄 **Reading:** Activity Exemplar: Assign project roles and responsibilities in a RACI chart
10 min

Review: Working effectively with stakeholders

Activity Exemplar: Assign project roles and responsibilities in a RACI chart

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To view the exemplar for this course item, click the link below and select “Use Template.”



Link to exemplar: [RACI chart](#) ↗

OR

If you don’t have a Google account, you can download the exemplar directly from the attachment below.



Activity Exemplar_ RACI chart - Phase 2
XLSX File



Assessment of Exemplar

Compare the exemplar to your completed RACI chart. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Note: *Your answers may vary (particularly for Consulted and Informed individuals), depending how you interpreted each stakeholder’s responsibilities.*

Let’s review the six tasks in the RACI chart. The exemplar includes RACI assignments for each task and role:

Design a landing page

- The Web Manager has the final say on many aspects of the project. They are **accountable** for most tasks, including the initial design of the page.
- The Web Designer is **responsible** for designing the landing page, which they submit to the Web Manager for approval.
- The Graphic Designer is **consulted** on the landing page design.
- The Web Developer, Quality Assurance Tester, and Content Writer can all be kept **informed** on the state of the design throughout the process.

Create landing page mockup

- The Web Designer is **responsible** for creating the landing page mockup and incorporating it into the Office Green website.
- The Web Manager signs off on the mockup, making them **accountable**.
- The Graphic Designer, Web Developer, and Content Writer are all **consulted** on the mockup because they contribute content and design elements to the landing page.
- The Quality Assurance tester can be kept **informed**.

Design image assets

- The Graphic Designer is **responsible** for creating the image assets for the landing page.
- The Web Designer signs off on the image assets, making them **accountable**.
- All other stakeholders can be kept **informed**.

Write content

- The Content Writer is **responsible** for writing the landing page content.
- The Web Manager signs off on the content, making them **accountable**.
- All other stakeholders can be kept **informed**.

Code the landing page

- The Web Developer is **responsible** for writing the code that powers the landing page.
- The Web Manager makes sure the Web Developer produces functional code, making them **accountable**.
- All other stakeholders can be kept **informed**.

Test the landing page

- The Quality Assurance tester is **responsible** for running quality tests for the landing page.
- The Web Developer should be **consulted** about coding requirements.
- The Web Manager signs off on the final product, making them **accountable**.
- All other stakeholders can be kept **informed**.

Mark as completed

